1 4 NOV 1967

MEMORANDUM FOR: Chief, Benefits and Services Division, OP

SUBJECT   :   Proposed Fund Drive Space

1.   This is to advise you that there are no security objections to the proposed Fund Drive space utilization provided that lists of Agency personnel and other sensitive material are stored within the Headquarters Building proper in approved safekeeping equipment.

2.   For the information of your personnel working in this room in the Tunnel, it is to be noted that this area is closed to all personnel from 9 p.m. to 7 a.m. daily and at all times on Saturdays, Sundays, and Holidays.

3.   Should any questions arise concerning this memorandum, please contact the Chief, Survey Branch, Physical Security Division, on Extension 6091.

                                    Chief, Physical Security Division, OS

ADMINISTRATIVE - INTERNAL USE ONLY

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STATINTL

Chief, Physical Security Division, OS

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TRANSMITTAL SLIP

TO: Chief, Benefits and Services
Division, OP

ROOM NO.	BUILDING
5E-13	Headquarters

REMARKS:

DC/BSD

C/BSD

FROM: Chief, Physical Security Division, OS

ROOM NO.	BUILDING	EXTENSION
4E-12	Headquarters	6881

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)